

How to Respond to the SC IT Temporary Staff Augmentation Contract

Note: In accordance with Section VI of the solicitation:

BIDS RECEIVED AFTER AWARD -- FIXED PRICE BIDDING (MODIFIED)

Offerors not responding to the initial solicitation may be added to the awarded vendors list provided the bidder furnishes evidence of responsibility and responsiveness to the state's original fixed price bid as authorized by the solicitation.

Award dates will be every six (6) months following the initial award date. No new awards will be made during the last twelve (12) months of the contract term.

BID SUBMISSION DEADLINES ARE AS FOLLOWS:

- Bids received by 12/19/2016 11:00 AM may be considered for award on or about 1/2/2017
 - Bids received by 6/16/2017 11:00 AM may be considered for award on or about 7/1/2017
 - Bids received by 12/18/2017 11:00 AM may be considered for award on or about 1/2/2018
 - Bids received by 6/18/2018 11:00 AM may be considered for award on or about 7/1/2018
 - Bids received by 12/18/2018 11:00 AM may be considered for award on or about 1/2/2019
 - Bids received by 6/17/2019 11:00 AM may be considered for award on or about 7/1/2019
 - Bids received by 12/18/2019 11:00 AM may be considered for award on or about 1/2/2020
 - Bids received by 6/17/2020 11:00 AM may be considered for award on or about 7/1/2020
1. Register as a vendor in our SCEIS system. If you are already registered, it is a good idea to review your vendor profile to ensure all information is up to date. Here is a link:
<http://procurement.sc.gov/PS/vendor/PS-vendor-registration.phtm>
 2. Once you receive your username and password, you will use that to submit a response to the IT Staff Augmentation Solicitation # 5400008056 online in the SCEIS system.

Read the entire solicitation document, all amendments, and Contract Modification #1. The solicitation will provide you with all the information you need. **Also, please note the Contractor's Liability Insurance – General (Feb 2015) and Contractor's Liability Insurance – Information Security and Privacy (Feb 2015) requirements on pages 39 and 40 of the solicitation document.**

Here is a link to the solicitation:

<http://webprod.cio.sc.gov/SCSolicitationWeb/contractSearch.do?solicitnumber=5400008056>

Here is a link to Contract Modification #1:

[Contract Modification #1](#)

3. Follow the instructions on our website regarding Submitting Your Offer in SCEIS. Here is the link:
<https://procurement.sc.gov/vendor/submitting-offers>

If you need assistance with SCEIS, please call the SCEIS Help Desk at 803-896-0001.

4. Be sure to follow the instructions including uploading documents to the “Notes and Attachments” tab of your bid.

You will need to complete and attach the following:

- Completed and Signed Cover Page 1 and 2. Make sure to acknowledge amendments 1-12 and Contract Modification #1 on page 2
- Minority Participation information on page 30
- Information requested in Section V. Qualifications on pages 31-32
- Attachment F (Data Validation Sheet) only if you currently have Consultants working on contracts awarded under solicitation 5400000822 and related solicitation #'s 5400001129, 5400001177, or 5400001342.

5. Please see page 51 for how pricing is handled.
6. Your company must be registered with and in good standing with the SC Secretary of State's Office to be eligible for award. Here is the link: <http://www.scsos.com/> Their phone number is 803-734-2158 if you need assistance.